Wednesday 5th May 2010

Pompallier Catholic School

Tutor teacher meeting minutes

Richard Wilkinson TT – tutor teacher

Stacey Cutler PRT – Provisionally registered teacher

1. RW made enquiries into NZEI membership for SC, advised that she needs to renew her membership when convenient
2. RW shared beginning teacher PD dates with SC – (Judy Taingahue) these have all been scheduled for a Friday. RW to speak to Michele Mill about changing SC’s days to accommodate these days within her 0.6 teaching time and salary allocation.
3. Perused Stacey’s planning for week 3 for reading. Mrs. Wedding is planning Numeracy and Health. RW to follow up. Stacey has organised her reading programme in advance with clear learning intentions and follow up activities.
4. RW spoke with MM regarding an official letter of offer for SC. Still awaiting this RW to follow up with MM
5. RW to send letter (email) to SC regarding her current registration time and where she will be at the end of term 3 2010.
6. RW to meet with Judy Taingahue re: Tutor teacher days on 21st June 2010 at PCS
7. SC will meet with MW to discuss planning and organisation on Wednesday 5th May after school.
8. Stacey is still working on her wall space and day to day classroom set up

Meeting closed at 9am